



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
FY 2005 Technical Assistance Grants

Overview

DEP is offering customized technical assistance grants (CTAGs) in the form of funds and/or dedicated staff to assist municipalities and regional groups with innovative waste reduction and sustainability projects.

The application for a customized technical assistance grant (CTAG) requires a 3-4 page written proposal including a budget and timeline. CTAG projects can range in size from \$5,000 to \$25,000. DEP may award direct funding, dedicated staff time (i.e. the in-kind services of an MRIP coordinator or DEP staff person), or a combination of both. It is desirable that technical assistance projects be completed by the end of FY05. However exceptions may be made to allow projects to be funded beyond FY05, pending appropriation of funds.

In-Kind Only TA Grants: Communities in need of just technical assistance from staff, need only submit the Proposal Criteria items marked with an asterisk (see pages 3 and 4). *DEP will accept and evaluate early requests for in-kind technical assistance grants from communities who are able to use immediate assistance (able to start by the beginning of September, 2004).* Early requests should be submitted in written format only, not through the eDEP on-line application.

Eligible Projects: Technical assistance grants are intended to support implementation of pilot waste reduction programs (i.e. organics, source reduction, or hazardous household product management) and sustainability initiatives (i.e. water conservation, transportation mitigation, air pollution reduction). DEP is interested in funding projects that are cost effective, have potential to serve as a model for other communities, draw on public/private partnerships and resources, and will help achieve the goals of DEP's *Beyond 2000: Solid Waste Master Plan*.

Please note: This year, DEP has broadened the scope of eligible projects for technical assistance grants to include *sustainability initiatives*. Sustainability initiatives encompass a range of activities and programs designed to conserve resources, reduce waste and prevent pollution of air, land and water. DEP will consider proposals for projects that foster sustainable practices by Massachusetts residents, businesses, or municipal governments.

Examples of sustainability initiatives include, but are not limited to:

- Promote residential water or energy conservation through outreach campaigns
- Form a regional pesticide reduction and healthy lawn care education network
- Establish a rain barrel distribution program for residents
- Conduct municipal energy audit and obtain utility rebates for lighting or HVAC retrofits
- Form a community-based "Eco-Team" to educate residents about sustainable lifestyle practices
- Develop source separation and collection of wood waste for conversion to biomass fuel.

Other types of technical assistance projects that DEP is interested in funding include:

- Surplus property diversion programs and other source reduction initiatives at the commercial, local government and/or consumer sectors.
- Organics/food waste collection and composting
- Construction and demolition recycling/reuse
- Recycling and waste reduction programs for businesses
- Establishment of regional hazardous household product collection programs



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
FY 2005 Technical Assistance Grants

Eligible Applicants

Applications will be accepted from the following entities:

- Municipalities (Department of Public Works, Boards of Health, schools, etc.)
- Regional government entities, such as solid waste management districts or cooperatives that have a government vendor number
- Non-governmental entities that have a government entity (e.g. a city, town) sponsoring the application. These organizations could include business associations, non-profit organizations, and regional planning organizations.

DEP encourages partnerships among municipalities, public schools and school districts, non-profit organizations, solid waste/recycling professionals, and municipal departments (e.g. boards of health, conservation commissions, etc). If you have questions about partnerships relative to your grant, please call Peggy Harlow at 617-292-5861.

Regional group applications: Regional applications are strongly encouraged. A regional application that is submitted by more than one municipality must identify a lead municipality to serve as the contracting agent on behalf of the regional group. The lead municipality should submit the only application for the group. The lead municipality will enter into a contract with DEP, will accept funds provided, and will be responsible for overseeing execution of the terms and scope of the contract. Please identify the lead municipality for your regional group in your proposals.

Use of Funds: Funds may be used to hire a project coordinator or consultant, purchase equipment or supplies, or to cover certain operating costs for pilot programs only*. Grant monies are provided on a reimbursement basis, therefore applicants must have the ability to pay for project costs up front and then be reimbursed by DEP.

Note: Technical assistance grants are not for the daily management and operational costs of municipal programs (e.g. salaries, capital replacement costs). Pilot program operational costs will only be considered for the portion that is above and beyond regular operational costs. Pilot programs that show potential for sustainability beyond the pilot period will be viewed most favorably.

DEP Assistance with CTAG Proposal Development: DEP staff members are available to answer your questions and advise you on proposal ideas prior to submittal. You are strongly encouraged to contact DEP staff to discuss your proposal ideas prior to submitting the grant application. Please contact Peggy Harlow at 617-292-5861 and she will refer you to the appropriate staff person.

Examples of Topics for Technical Assistance Proposals

Please note that this list is *not* all-inclusive. DEP will entertain any innovative waste reduction and recycling proposal from an eligible applicant.

- Develop and implement a consumer-oriented campaign to reduce the use of pesticides in home lawn and yard care.
- Establish a neighborhood-based outreach and education program to encourage source reduction and environmentally friendly practices. This could be modeled after the “Eco-Team” approach or could be an aggressively managed block leader program.
- Establish a “Green Team” for your municipality or institution. This working group should be composed of employees that will develop and implement source reduction and cost savings initiatives.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
FY 2005 Technical Assistance Grants

Eligible Applicants (cont.)

- Establish food waste collection programs for restaurants, commercial generators, and institutions.
- Establish on-site and off-site food waste diversion/composting programs at schools, municipal buildings, etc.
- Establish and promote a program that requires C&D waste recycling plans from contractors who are constructing, renovating or demolishing municipal buildings.
- Implement a building deconstruction pilot project or program to demonstrate the feasibility of on-site reuse and recycling of used building materials.
- Implement a municipally sponsored business recycling program (eligible expenses could include start-up costs such as staff or intern time, promotional materials, etc.)
- Research feasibility, bid and execute a solid waste/recycling “franchise”-like agreement on behalf of the businesses in your municipality.
- Develop a regional approach to marketing recyclables or purchasing or promoting the purchase of recycled products. This may involve school purchasing consortiums.
- Establish a public space recycling initiative at a public transportation center or other public space. The project should include an outreach campaign to foster participation in the program.
- Pilot expanded curbside recycling collection methodologies (e.g. increased recycling capacity via second or larger (up to 32 gallon) recycling container or cart; pilot single stream recycling.) *This would be considered as a two-year grant.*
- Planning assistance for evaluating and implementing a Pay-As-You-Throw program.

Proposal Criteria

Note: Applicants for in-kind only grants need to provide only those criteria marked with an asterisk ().*

***Title:** Please assign your project a title consisting of 8 words or less.

***Brief Project Description:** Describe the project you are proposing in general terms (one paragraph)

***Goals and Objectives:** Identify the project goals and objectives and the reason why this grant is important to your community (communities). Discuss any challenges or barriers you are attempting to overcome, and what benefits the project will provide to your municipality or municipalities in your region. If you are proposing to purchase equipment to enhance a particular activity, please include a cost-benefit analysis.

Deliverables: Identify the *key milestones* and *tasks* to be accomplished. Be as specific as possible about the steps that you are proposing. Note: All funded projects must provide DEP with a detailed final report describing the accomplishments, barriers, costs (if appropriate) and lessons learned. Please keep this in mind when developing your budget.

***Timeline:** Provide a timeline identifying when specific tasks would be completed. If the project scope is small enough to complete within 6-8 months from the date of award, then the project will be treated as a FY2005 project only and all work must be completed by June 30, 2005. *Projects that may require multiple years of funding to complete should include yearly goals, deliverables and budgets.*

Project Evaluation: Identify specific performance benchmarks and describe how you will evaluate or measure the success of the proposed project. If appropriate, discuss baseline data available and data collection methodologies.



Massachusetts Department of Environmental Protection
Bureau of Waste Prevention – Recycling Program
FY 2005 Technical Assistance Grants

Proposal Criteria (cont.)

Budget: Provide a detailed budget for the project. The budget should identify all items or services for which you are requesting funding, including equipment, outreach materials, coordinator or consultant costs, etc.) Any matching funds or services-in-kind that the applicant will provide should also be included and identified as such.

Resources: Identify the municipal staff person who will serve as the project coordinator and other key personnel such as consultants or subcontractors that will be involved. Provide a statement of qualifications or resumes for key people implementing the tasks.

Letters of Support or Interest: To the extent that other municipalities or partner organizations are involved in the project, please attach letters of support.